



**Five Keys Schools and Programs**  
*Education, Employment, Family, Recovery, and Community*

**Board of Directors Meeting Minutes**

**Thursday, October 31, 2019 – 4:30 PM**

This meeting was held at 120 14<sup>th</sup> Street, San Francisco, CA

- Board Members**
- Delia Ginorio
  - Freya Horne
  - Suzy Loftus
  - Sunny Schwartz
  - Tijanna Eaton
  - Vicky Hennessy

- Staff Members**
- Steve Good

1. Call to Order & Roll Call	Time																																			
The meeting was called to order by board chair Delia Ginorio.	4:48PM																																			
a. Roll Call / Attendance																																				
<table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 30%;">Member</th> <th style="width: 15%;">Present</th> <th style="width: 15%;">Absent</th> </tr> </thead> <tbody> <tr><td>Delia Ginorio</td><td align="center">✓</td><td></td></tr> <tr><td>Freya Horne</td><td align="center">✓</td><td></td></tr> <tr><td>Sunny Schwartz</td><td align="center">✓</td><td></td></tr> <tr><td>Suzy Loftus</td><td></td><td align="center">✓</td></tr> <tr><td>Tijanna Eaton</td><td align="center">✓</td><td></td></tr> <tr><td>Vicki Hennessy</td><td></td><td align="center">✓</td></tr> </tbody> </table> <p>*present via teleconference            Also in attendance: Steve Good (staff). Julian Quinonez (UESF rep), Trevor Skelton (EdTec), and Jeff Thompson (EdTec)</p>		Member	Present	Absent	Delia Ginorio	✓		Freya Horne	✓		Sunny Schwartz	✓		Suzy Loftus		✓	Tijanna Eaton	✓		Vicki Hennessy		✓														
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b. Approval of Agenda:																																				
<p>Motion: Freya Horne            Second: Tijanna Eaton            Vote: 4-0</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 20%;">Member</th> <th style="width: 10%;">Yay</th> <th style="width: 10%;">Nay</th> <th style="width: 10%;">Abstain</th> <th style="width: 10%;">Absent</th> </tr> </thead> <tbody> <tr><td>Delia Ginorio</td><td align="center">✓</td><td></td><td></td><td></td></tr> <tr><td>Freya Horne</td><td align="center">✓</td><td></td><td></td><td></td></tr> <tr><td>Sunny Schwartz</td><td align="center">✓</td><td></td><td></td><td></td></tr> <tr><td>Suzy Loftus</td><td></td><td></td><td></td><td align="center">✓</td></tr> <tr><td>Tijanna Eaton</td><td align="center">✓</td><td></td><td></td><td></td></tr> <tr><td>Vicki Hennessy</td><td></td><td></td><td></td><td align="center">✓</td></tr> </tbody> </table>		Member	Yay	Nay	Abstain	Absent	Delia Ginorio	✓				Freya Horne	✓				Sunny Schwartz	✓				Suzy Loftus				✓	Tijanna Eaton	✓				Vicki Hennessy				✓
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**c. Consent Calendar:**

Motion: Tijanna Eaton  
Second: Sunny Schwartz  
Vote: 4-0

Member	Yay	Nay	Abstain	Absent
Delia Ginorio	✓			
Freya Horne	✓			
Sunny Schwartz	✓			
Suzy Loftus				✓
Tijanna Eaton	✓			
Vicki Hennessy				✓

**2. Public Comment**

Julian Quinonez (UESF rep) delivered public comments to the board.

**3. Director’s Report**

Steve Good, executive director, presented the Director’s Report, which included updates on the following:

- Plans for new navigation center at Embarcadero
- Increasing number of mobile shower stops in LA
- IPP Merger
- Intention to enter into negotiations to purchase a building in Los Angeles
- Report on plan for local indicators

Please refer to the full Director’s Report for additional details.

**4. Action Items**

a. Negotiations for contract for \$6 million with City and County of San Francisco for a new navigation center at Embarcadero

The board discussed the contract negotiations. A motion was made to authorize leadership to negotiate for the contract on behalf of the school.

Motion: Sunny Schwartz  
Second: Delia Ginorio  
Vote: 4-0

Member	Yay	Nay	Abstain	Absent
Delia Ginorio	✓			
Freya Horne	✓			
Sunny Schwartz	✓			
Suzy Loftus				✓
Tijanna Eaton	✓			
Vicki Hennessy				✓

b. Approval of 16 additional mobile showers in Los Angeles for about \$1.5 million

Board members discussed plans for the expansion of the program and made a motion to approve.

Motion: Freya Horne  
 Second: Delia Ginorio  
 Vote: 4-0

Member	Yay	Nay	Abstain	Absent
Delia Ginorio	✓			
Freya Horne	✓			
Sunny Schwartz	✓			
Suzy Loftus				✓
Tijanna Eaton	✓			
Vicki Hennessy				✓

c. Approval of purchase of property at 411 Rowan Ave, Los Angeles

The board reviewed and discussed leadership’s plans to enter into negotiations to purchase the property. The board and leadership also discussed plans for the school doing some of its own refurbishing of the property.

Motion: Sunny Schwartz  
 Second: Delia Ginorio  
 Vote: 4-0

Member	Yay	Nay	Abstain	Absent
Delia Ginorio	✓			
Freya Horne	✓			
Sunny Schwartz	✓			
Suzy Loftus				✓
Tijanna Eaton	✓			
Vicki Hennessy				✓

d. Approval of draft agreement of merger with Insight Prison Project (IPP) with Five Keys as parent agency

The board reviewed the plan for the merger and after review, made a motion to approve.

Motion: Tijanna Eaton  
 Second: Delia Ginorio  
 Vote: 4-0

Member	Yay	Nay	Abstain	Absent
Delia Ginorio	✓			
Freya Horne	✓			
Sunny Schwartz	✓			
Suzy Loftus				✓
Tijanna Eaton	✓			
Vicki Hennessy				✓

**5. Discussion Items**

- Leadership presented different benefits options and increases in benefits costs. Because this item was missed on the agenda, the board will vote on it during the next meeting.
- The board discussed the plan for local indicators and voiced tentative approval. Because this item was missed on the agenda, the board will vote on it during the next meeting.
- Trevor Skelton, EdTec, presented updated financials for the 2019-20 Fiscal Year, including updated forecast and cash flow projections
- Leadership provided the board with an update on ongoing litigation to recover Riverstone payment

**6. Closed Session (5:26 pm)**

**a. Section 54954.5: Conference with Labor Negotiators**

**i. Collective bargaining - benefits**

**ii. Executive compensation**

**7. Report back from Closed Session (5:37 PM)**

- Board approved all presented staff salary adjustments
- After review of executive compensation study, board also approved of an increase to Executive Director Steve Good's salary
- All increases were in the range of 2% to 5%

**8. Adjournment**

The meeting was adjourned by Delia Ginorio, Board Chair, at 5:50 PM.